

City of Prescott  
**Airport Advisory Committee**



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May 14, 2025 | 2:00 PM  
Airport Old Terminal Building  
6500 MacCurdy  
Prescott, AZ 86301

**MINUTES**

**1. CALL TO ORDER**

Chairman Gjede called the meeting to order at 2:01 p.m.

**2. ROLL CALL**

Mike Gjede, Chairman  
Timothy Holt, Vice Chariman  
James Adams, Member  
Hal Hayden, Member  
Matt Pruett, Member  
Jim Huffman, Member  
Parker Northrup, Member (Excused)

**3. DISCUSSION & ACTION ITEMS**

- A. Approval of Minutes from April 15, 2025 Airport Advisory Committee Meeting.  
**MOTION BY MEMBER HUFFMAN TO APPROVE APRIL 15, 2025 MINUTES;  
SECONDED BY MEMBER ADAMS: (6 - 0)**
- B. Presentation & Discussion Regarding Updates Related to Airport Administration and Airport Area Activity.

Airport Services Manager Christina Stapleton gave a presentation on current airport activity, flight operations/delays, and administration for the beginning of the year-to-date summary for airport.

Mrs. Stapleton provided an update on flight delays for the month of April, which were a mix of late turnarounds, weather, maintenance and crew legality. Mrs. Stapleton informed the committee members that the total operations from January to March 2025 was up to 92,634.

Chairman Mike Gjede asked if the flight delay was due to crew legality, the one from Denver was delayed because of the Los Angeles turn around?

Director Rick Crider responded, yes, if a flight comes in late it will then depart late.

- C. Presentation & Discussion Regarding Airport Construction Projects and Updates.

Airport Director, Rick Crider, provided an update and presentation on Capital Improvement Project. Bid opening for the electrical improvements on runway 12-

30 is tomorrow May 15th. The Arizona Department of Transportation (ADOT) Airport Pavement and Maintenance Systems (APMS) will begin in the fall with a upgrade to the threshold of runway 21L.

Staff has scheduled two open houses for the potential of a runway shift on the Commercial Service Runway. Currently these are scheduled for June 25-26 at the Centennial Center from 4-7PM. The main goal of the open houses is to educate the public and have a full discussion around the shift and the community impacts that it will have. It will then go to City Council for a Study Session in the fall. The SAFE complex is going very well, all of the planes have moved to the new location from the west ramp.

The design bid and contract for the upcoming hangar project is scheduled to go to a June City Council Meeting, this will be the new "Q" row of hangars. The hangars will afford larger aircraft storage at the airport. In the process now of finishing up the design on the north ramp. The project will be really informed by the dual lane taxiway study, as it will affect how much space is available for the ramp and a potential runup area.

Taxiway F realignment to sync up with the West side of the Airport. We will improve taxiway D for larger aircraft; specifically the DC10's for the United States Forest Service's (USFS) commercial operators. as we continue to look at both strengthen and lengthen the runway.

Aircraft Rescue Fire Fighting (ARFF) and Snow Removal Equipment Building, the survey is done, and we are about to jump into the stakeholder meetings.

Chairman Gjede asked what time will the meeting be again.

Mr. Crider responded 4-7 pm.

Member Hayden asked how far will the runway be moved on the south end.

Mr. Crider responded the threshold will slide about 780 feet to the northeast, the pavement will shift over 1000 feet. The new threshold will be at the farthest southern limits of the primary runway. As far north as possible.

Member Hayden asked is that far enough to make an impact on the splay.

Mr. Crider responded, yes we think it is, by shifting it, the closest areas of penetration slide further, which will make a big difference.

Member Hayden asked is 3L used for runups, and if that is officially a runup area, it seems like we need a bigger space.

Airport Operations Superintendent Pete Townsend responded that it will only be able to accomodate smaller aircraft.

D. Presentation & Discussion Regarding Airport Operations.

Airport Operations Superintendent Pete Townsend provided a presentation regarding airport operations updates. Mr. Townsend provided an update to Fire Season Operations. Taxiway H is closed 5/1-7/31 for USFS Air Assets (helipad #1). The Tanker Base Ramp is closed for USFS Tanker Aircraft until 7/31. Open area Monarch Hangars and Fuel Farm for USFS Air Assets (helipad #2 & #3). All NOTAM's in place and active, Air Traffic Control Tower (ATCT) partners are aware as well. Prescott National Forest situation report indicates that we are at preparedness level 2, response level 1, chino district: high, Bradshaw district: high, Verde district: moderate. Drought report: deep red to brown graphic, in pretty extreme drought conditions this year. May- June will be significant for wildland fire potential.

Mr. Townsend provided a brief presentation regarding our airfield access, safety and security protocol. In July of 2024 Monarch Manager called airport operations and said they had illegal dumping in their dumpster; a full-size fridge was dumped. Due to the efforts of our new protocol, airport staff was able to pull the pin number data and found out who did the illegal dumping. It ended up being one of the monarch hangar tenants. The landlord was then able to deal with their tenant directly. The importance of this security is it informs the airport who, when and where people gain access to the airfield.

Member Adams mentioned that he thought the cards were individual? Mr. Townsend responded that the card is individualized under the name as well as the Pin.

Mr. Crider added that you authenticate it with your Pin #, as well. We want to explain the rationality to you, as well.

Mr. Townsend also added that it helps aid in tracking criminal activity, act of terrorism. Several airports do it. This new process has been approved by senior leadership, it is here to stay.

Member Adams asked why do we worry about two factor to exit/go out of the gate? Mr. Crider responded that it adds integrity to the security system, it doesn't give us joy as staff to add this protection, the airport has on average 10-50 million dollar aircraft on our airfield, we need security for personal property, nefarious activity, it's the gold standard of certificate airports.

Member Adams mentioned that Deer Valley, Yuma etc. they do not do it, piggybacking conversation, what are the rules with that.

Mr. Townsend responded that the problem is we don't know who is the 2<sup>nd</sup> or 3<sup>rd</sup> party coming in behind you. If the gate is wide open, wildlife goes in, as well as unauthorized access. Piggybacking equals lack of airfield control.

Mr. Crider added that escorting is fine, piggybacking is not.

Member Adams asked, if my cousin is behind me, you don't know who it is what's the difference between proving who is piggybacking and who's not.

Mr. Townsend responded, we will always have communication and ask questions if you know them or not. Airport Security, Compliance and Training

Supervisor Julia Metivier added it is our responsibility to report it/sneaking into gate. We go over this in all of our access/badging appointments. When this happened in the past, we had major deviations on the airfield, this is a huge liability on the airfield. Now we can find out how they entered, at what time, we can find out who causes the issues and the tenant who let them in may be a risk of the consequences.

Member Hayden mentioned the terminology is not understood on the airport, maybe some clarification can go out to tenants.

Ms. Metivier added another example is when someone drives onto the bottlenecks, two (2) vehicles drove through, they didn't wait for the gate to close, the gate malfunction and the gate remained open. We were able to figure out who they were and whoever swipes a card is ultimately responsible, whether they're both tenants here or not. Avoiding all problems.

Mr. Crider added, we want to maintain integrity of the system.

Member Adams asked why there is a \$100.00 charge for a replacement card? Ms. Metivier responded that the first two cards are free per our rates and fees as adopted by City Council.

E. Staff Announcements & Updates.

Mrs. Stapleton, Mr. Crider and Ms. Metivier provided staff announcements. The next Airport Advisory Committee (AAC) Meeting is June 17<sup>th</sup>. There are two interns now at the Airport, Dakota and Lillie. Working with Jules and Irene. Reminder June 25<sup>th</sup> and 26<sup>th</sup> from 4PM – 7PM Public Outreach Meetings on the potential runway shift to the Northeast. RSVP to Christina so she can post about a potential quorum. Also a reminder, if anyone is interested in an Airport Tour, please let us know and we'd be happy to give you one! We will be sending out an email to all of our tenants to attend the above mentioned public outreach meetings.

Member Hayden asked if they are unable to attend an AAC, do you want us to let you know.

Mrs. Stapleton responded yes, this way you are marked as excused and not absent from a meeting.

Member Adams asked how many members makes a quorum.

Mrs. Stapleton responded four (4), and Mr. Crider added there is a special notification that needs to be placed if a quorum is present.

Member Hayden asked if staff knew about Tower tours, and if the Federal Aviation Administration (FAA) was letting people into the tower.

Mr. Townsend responded the tower manager has to route it up the chain of command to Washington to get it approved, we can get you the administration number to make such arrangements.

Member Huffman mentioned that ATC was down, he was unable to pick up the signal anymore (radio feed), both tower and ground were out (liveatc.net).

Mr. Townsend responded that the Runway Safety Action Team meeting is tomorrow, so he will mention it to Clint so he can work on getting it back up.


F. Discussion Regarding Future Topic Options.

Mr. Crider mentioned that the air service topic will be addressed at the June meeting, and the wait list methodology will be brought back at the July meeting.

**4. ADJOURNMENT**

There being no further business to discuss, Chairman Gjede adjourned the meeting at 2:46 p.m.

ATTEST:  
  
Staff Liaison

  
MICHAEL GJEDE, Chair